



Job Opportunity

State Controller's Office

Position: Staff Services Analyst/Associate Governmental Program Analyst
(6) Positions are Limited-Term. **Statewide**

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

Issue Date: January 3, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Tina Fawcett, (916) 324-2645

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-221-5157-070
051-221-5157-071
051-221-5157-072
051-221-5157-073
051-221-5157-074

051-221-5393-707
(6) positions

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direction of a Staff Services Manager I within the 21st Century Project, the incumbent performs tasks associated with the design, development, implementation and maintenance of an automated Human Resources Management/Payroll system. (See note below regarding location.) Duties include but are not limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Duties will be commensurate with the level selected.

- Negotiate for changes to or for new rules and policies, as necessary, to accommodate the business functions and processes supported by the automated systems being developed or enhanced.
- Recommend and develop statewide processes that complement the automated systems being developed or enhanced.
- Perform activities to design and build the automated systems being developed or enhanced.
- Work with data processing staff to ensure business function requirements are accurately translated during program/system development. Conduct acceptance testing of the systems and system changes to ensure business function requirements and needs are met, and to achieve a smooth implementation of the system or system changes. Coordinate the implementation of new or enhanced systems and/or



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processes. Maintain and monitor implemented systems to ensure they operate accurately and in line with changes to laws, rules and policies, and that they continue to meet customer needs.

- Represent the State Controller's Office on various functional focus groups, task forces comprised of departmental, control agency, campus and labor union representatives.

Desirable Qualifications:

- Experience in or knowledge of the state's personnel management program (e.g., state classification and compensation plan, position management, worker's compensation, etc.);
- Experience in or knowledge of the state's human resources functions (e.g., personnel, payroll, position management, benefits, timekeeping, etc.);
- Strong analytical abilities;
- Experience in or knowledge of systems development and implementation;
- Excellent communication skills;
- Excellent organization and research skills with attention to detail;
- Knowledge of project work;
- Ability to understand and learn data processing and system-oriented concepts and languages;
- Ability to work well with changing assignments and priorities;
- High degree of initiative and ability to work within a team setting; and
- Experience working with personal computers and Microsoft Office Suite.

Reasons to apply for/accept a position with the 21st Century Project team:

1. You will have an opportunity to participate in a statewide business-critical project learning new technology.
2. You will work with energetic and driven professionals, while adding major project implementation skills to your work experience.
3. You will be on the cutting edge of valuable experience that will be applicable and marketable statewide.

NOTE: In February/March 2006, this position will relocate with the 21st Century Project team to a new office location in West Sacramento, which has **FREE PARKING**.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5878

Attn: Tina Fawcett